



Town of Alton

PO Box 659

1 Monument Sq.

Alton NH 03809

Special Event Application

EVENT NAME:

Purpose of Event:

Organization/Sponsor Name:

Address:

Phone: _____

E-Mail: _____

Applicant/Contract Name:

Address:

Phone: _____

E-Mail: _____

Date of Actual Event: _____ Time of Actual Event:

Date of Set-Up: _____ Time of Set-Up: _____

Date of Clean-Up Operations: _____ Time of Clean-Up of Operations: _____

Specific Location Event: (Please attach sit plan and/or map.) _____

1. List any streets that may be closed, including specific dates and times plus time of re-opening:

STREET	CLOSING DATE	CLOSING TIME	DATE OF RE-OPENING	TIME OF RE-OPENING

2. List projected number of persons attending the event, include basis for projection:

3. Will any temporary structures be built? Yes ☐ No ☐

If yes, describe in detail and include location:

4. Will any signs or pennants be hung? Yes ☐ No ☐

If yes, describe in detail and include location:

5. Will there be any entertainment or music: Yes ☐ No ☐

If yes, describe performance, times and location:

6. Will additional utility services be used such as power and water beyond that which is available in the area?

Yes ☐ No ☐

Describe in detail specific utilities and location: (Any additional utilities must be provided by the applicant.)

7. Is a parade planned in connection with the event? Yes ☐ No ☐

State details, time and anticipated crowd; attach a map of route:

8. Are any street peddlers or vendors being planned? Yes ☐ No ☐

Describe in detail:

9. Are food sales planned? Yes ☐ No ☐

Describe in detail: (Application should also contact the local health department for regulations governing food sales.)

10. Describe in detail how do you plan to remove refuse and garbage: (Applicant must also complete clean-up supplement for special events.)

11. Describe in detail how do you plan to provide security:

12. Describe parking areas and available transportation modes to and from the event:

13. Will existing bathroom facilities be adequate? Yes ☐ No ☐

Describe plans to augment available sanitary facilities:

14. Do you plan to sell any beer, wine or alcoholic beverages for public consumption?

Alcohol beverages are not allowed to be sold or distributed on public property.

15. Explain the proposed controls for the sale of alcohol beverages where minors may be present:

16. Do you plan to publicize the event? Yes ☐ No ☐

If yes, attach publicity plans.

17. Do you plan a fireworks display? Yes ☐ No ☐

Date: _____

Time: _____

Location: _____

Vendor: _____

Approval of this application will reserve for the applicant the requested event date/place providing all Requirements outlined in this policy are met. If the special event request is approved, the sponsor shall assume full responsibility for compliance with all conditions, fees, and charges and further agrees to pay any cost associated with damage to Town property, lost barricades/signs, clean-up by Town crews, or any other additional Town expenses caused by this event, over and above the security deposit.

Applicant's Signature

Date _____

RETURN COMPLETED APPLICATION TO: **ALTON BOARD OF SELECTMEN**

☐ Approved

☐ Denied

Authorized Signature

Date _____

**EVENT SPONSOR
RELEASE AND INDEMNIFICATION AGREEMENT
FOR THE TOWN OF ALTON**

THIS IS A RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT; SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special events activities on the Town of Alton property:

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above-described activities are or may be dangerous and do or may involve risks of injury, loss or damage to us and/or to third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

*(Special Events Holder initials here)*_____

B. If required by this paragraph, we agree to require each participant in our Special Event to execute a release and indemnification agreement for ourselves and for the Town of Alton, on a form approved by the Town of Alton. PARTICIPANT
RELEASE/INDEMNIFICATION REQUIRED Yes ☐ No ☐

*(Special Events Holder initials here)*_____

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the Town of Alton for the duration of the above-described activities.

*(Special Events Holder initials here)*_____

D. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby expressly assume all such risks of injury, loss, or damage to us or to any related third party, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the Town of Alton, its officers, its employees, or by any other cause.

*(Special Events Holder initials here)*_____

E. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we further hereby exempt, release, and discharge, the Town of Alton, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the Town of Alton, its employees, or by any other cause.

*(Special Events Holder initials here)*_____

F. We further agree to defend, indemnify and hold harmless the Town of Alton, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, court costs, and attorney's fees, including those arising from

any third party claim asserted against the Town of Alton, its officers, employees, insurers, or self-insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above-described activities, whether or not caused by our act, omission, negligence, or other fault, or by the act, omission, negligence or other fault of the Town of Alton, its officers, its employees, or by any other cause.

*(Special Events Holder initials here)*_____

G. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby acknowledge and agree that said Agreement extends to all acts, omissions, negligence, or other fault of the Town of Alton, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of New Hampshire. If any portion hereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

*(Special Events Holder initials here)*_____

H. We understand and agree that this RELEASE AND INDEMNIFICATION AGREEMENT shall be governed by the laws of the State of New Hampshire, and that jurisdiction and venue for any suit or cause of action under this Agreement shall lie in the courts.

*(Special Events Holder initials here)*_____

I. This RELEASE AND INDEMNIFICATION AGREEMENT shall be effective as of the date or dates of the applicable Special Event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, our successors, representatives, heirs, executors, assigns, and transferees.

*(Special Events Holder initials here)*_____

IN WITNESS THEREOF, this RELEASE AND INDEMNIFICATION AGREEMENT is executed by the Special Events Holder, acting by and through the undersigned, which represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER: _____

**PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF
SPECIAL EVENTS HOLDER:** _____

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____